

Faculty Handbook 2026-2027

SECTION 2

FACULTY EMPLOYMENT CONDITIONS

The University of Montevallo faculty is composed of tenured, probationary (tenure-track), and non-tenure track members who may be either full or part-time employees of the University. Non-tenure track faculty members may serve as adjunct faculty and are not eligible for tenure.

The Board of Trustees and the University reserve complete discretion as to whether and when any faculty member is awarded tenure. No provision in Board Policy, the Faculty Handbook, approved procedure or any other document shall be construed or applied so as to limit the University's discretion with respect to decisions on tenure. In no event shall a candidate for tenure be deemed to have a contractual, vested, or legally enforceable right to attainment of tenure on the basis of mere passage of time, alleged attainment of tenure criteria, or by default based upon actual or alleged substantive or procedural deviation from the substantive or procedural norms described in University Policy, the Faculty Handbook or in any other document. (Refer to [Policy 02:230](#))

2.01 Recruitment and Hiring of New Faculty

Faculty recruitment and hiring are coordinated by the Office of the Provost/Ex. VPAA in concert with Deans and Department Chairs. Employment decisions are based on the needs of the University. Such decisions are determined by qualifications and suitability, without regard to race, color, religion, gender, age, disability, national origin or veteran status, and in keeping with applicable state and federal laws. The search/interview process for all faculty positions shall include a class presentation, preferably the teaching of a lesson. Detailed employment policies and procedures are available from the Office of Human Resources. (Refer to [Policy 04:001](#).)

2.02 Classification of Faculty

The University of Montevallo faculty is composed of tenured, probationary (tenure-track), and non-tenure track members who may be either full or part-

time. Non-tenure track faculty members may be adjunct faculty and are not eligible for tenure. Other titles which may be applied to non-tenure track members include but are not limited to Instructor, Senior Instructor, Clinical Instructor, Senior Clinical Instructor, Clinical Assistant Professor, Clinical Associate Professor, Clinical Professor, Teacher-in-Residence, Artist-in-Residence, Scholar-in-Residence, Clinical Coordinator, Clinical Director, and Clinical Supervisor.

Librarians holding faculty rank are considered an academic department, and the Director of Carmichael Library shall fulfill the corresponding roles and duties ascribed to Department Chairs.

2.03 Annual Appointments

Tenured faculty members are considered continuing employees. Annual appointments are certified each year because appropriations by the State Legislature are required to make continuing employment a reality. A faculty member who does not wish to return to the University for the next academic year should notify the Department Chair/Director and/or Dean at the earliest possible date.

2.04 Outside Employment

Employment with the University of Montevallo shall be the primary obligation for regular, full-time faculty members. Appropriate outside employment is allowed, however, if it does not interfere with University responsibilities. (Refer to [Policy 04:001.](#))

2.05 Employment of Relatives (Nepotism)

(Refer to [Policy 04:001.](#))

2.06 Academic Freedom and Responsibility

As defined by the 1940 Statement on Academic Freedom of the American Association of University Professors (AAUP), and its 1970 Interpretive Comments, academic freedom provides rights and imposes special obligations:

“Institutions of higher education are conducted for the common good and not to further the interest of either the individual teacher or the institution as a whole. The common good depends upon the free search for truth and its free exposition.

Academic freedom is essential to these purposes and applies to both teaching and research. Freedom in research is fundamental to the advancement of truth. Academic freedom in its teaching aspect is fundamental for the

protection of the rights of the teacher in teaching and of the student to freedom in learning. It carries with it duties correlative with rights.

Academic Freedom

1. Teachers are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.
2. Teachers are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching controversial matter which has no relation to their subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment.
3. College and university teachers are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers, they should remember that the public may judge their profession and their institution by their utterances. Hence, they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not speaking for the institution."

(Association of University Professors, "1940 Statement of Principles on Academic Freedom and Tenure with 1970 Interpretive Comments," *AAUP Policy Documents & Reports*, Tenth Ed. pp. 3-4)

In addition to these general rights and responsibilities, faculty members also have the responsibility to maintain proper and complete records, accounts, enrollments, grades, and related academic documentation in accord with the State's and the University's record retention requirements. (Refer to [Policy 01:050](#).)

2.07 Probationary Period (Refer to [Policy 02:230](#))

Only full-time assistant professors, associate professors, and professors will be eligible for consideration for tenure. Adjunct and part-time instructors are

not eligible for tenure. All tenure eligible faculty must complete a pre-tenure probationary period before consideration for tenure. The probationary period will be six years, with the tenure review and decision occurring no later than the sixth probationary year. No later than the end of the sixth probationary year, the probationary faculty member will be either granted tenure or issued a terminal contract for the next academic year. Up to three years of prior service at another institution may be considered as a part the pre-tenure probationary period if specifically enumerated in the initial faculty appointment and approved by the Department Chair, Dean, Provost, and the University President.

Extension of Probationary Period

A one-year extension of the pre-tenure probationary period may be requested when a tenure-track faculty member encounters one or more of the following situations: (a) birth or becoming the parent of a child, adoption of a child, or placement of a child with the faculty member for foster care—the extension occurring only during the first 12 months following the birth, adoption, or placement of the child, (b) the need for a faculty member to care for herself/himself or spouse/partner, child, or parent who has a serious health condition—the extension occurring only during the first 12 months following the diagnosis of a serious health condition (including a physician's statement of illness or injury), or (c) an exigency arising out of a faculty member or spouse/partner who is either on active duty or has been notified of an impending call or order to active duty in the Armed Forces in support of a contingency operation—the extension occurring only during the first 12 months following the call to active duty, or (d) a significant University, College or Departmental disruption beyond the control of a faculty member.

If approved, the extension adds one academic year to the typical probationary period of six years. The quantity and quality of work submitted in a tenure application should equal that of a full-time tenure track faculty member who did not receive an extension of the probationary period.

An extension may be used only once during the tenure probationary period, and for the reasons described above, unless a petition for exception has been approved by the University President, after consultation with the department committee, Department Chair/Director, Dean, and the Provost.

Pre-tenure Probationary Period Performance Reviews

Performance reviews during the pre-tenure probationary period shall be conducted pursuant to the performance review provisions in the Faculty Handbook.

Employment Renewal During Probationary Period

Determination of whether faculty members will be renewed for continued employment during their probationary period will be made by the University President, based on recommendation by the Department Chair (or Dean in a college without departments) or Library Director, the Dean, and the Provost.

2.08 Third Year Review

The University of Montevallo requires all untenured faculty with tenure-track appointments to undergo a review of their progress toward tenure and promotion annually with special attention given to the annual review after the third full year of service to the University, or on a schedule that accounts for years granted toward tenure at the time of hire (see table below).

The purpose of the third year review is to assess overall performance to date and provide faculty with structured, documented feedback as they move toward tenure and promotion. Mirroring the University and departmental standards, processes, and format of the tenure and promotion application, this process can be used by faculty as an assessment tool for gauging their progress towards future application for tenure and promotion.

Timeline:

Years granted toward tenure:	Third Year Review during:	Eligible for tenure and promotion in:
0	3 rd year	6 th year
1	3 rd year	5 th year
2	2 nd year	4 th year
3	1 st year	3 rd year

Deadlines:

January, 1st week of classes: FAR document due to Department Chair
January, 3rd Friday: Application including FAR due to committee

February, 2nd Friday: Committee report due to chairs
February, 3rd Friday: Report due to Deans
March, 1st Friday: Report due to Provost

Content:

As the Third-Year Review will follow standards, procedures, and policies regarding annual faculty evaluation and application for tenure and promotion, please refer to Faculty Handbook section 2.09 and Appendix B as well as departmental standards and requirements.

Process:

1. Probationary faculty under third year review will submit a Faculty Activity Report (FAR) to Chair or Library Director at the above date. Chair or Library Director will conduct an annual review to be included in the application portfolio to the Review Committee.
2. A review committee composed of the department's tenured faculty members will review the submitted portfolio according to departmental standards for tenure and promotion. When there are not at least three tenured faculty members available to serve, the Department Chair and College Dean, in consultation with the candidate, shall select the needed number of Committee members elsewhere within the respective college or if necessary the University. This review will focus on both completed progress and projected performance towards the tenure and promotion application. The committee will compile an assessment report of progress and demonstrated potential for tenure and deliver that to the Chair or Library Director.
3. Chairs review the committee report and application materials and offer feedback to the applicant. Once the applicant has an opportunity to respond to feedback, a report summary including the applicant response is forwarded from the Chair to the Dean.
4. Deans assess reports for consistency across college expectations and standards and audit contract renewal/non-renewal recommendations before forwarding the summary to Provost.
5. Note: applicants have the option to request additional review of the submitted portfolio by the Dean and/or Provost as part of their feedback response.

2.09 Tenure Criteria and Procedures (Refer to Policies [01:100](#) & [02:230](#))

Tenure decisions shall be based on a candidate's demonstrated strong and sustained pattern of meeting or exceeding expectations for performance in

Teaching (or Professional Responsibilities as a librarian), Research/Creative Endeavor, and Service/Professional Obligation as defined institutionally and departmentally. A terminal degree is required.

Each department shall expand institutional definitions of Teaching, Research/Creative Endeavor, and Service/Professional Obligation to provide appropriate guidance for faculty. Departments shall consider and reach consensus on expectations to define the departmental (or other unit within the department) standard. Departments should consider standards at peer and aspirant schools, as well as those of accrediting bodies—and then invite peer response from at least one compatible unit on or off campus. The department shall submit its statement of standards/expectations, along with rationale, to the ad hoc University Committee on Faculty Evaluation, Promotion, and Tenure for review. Standards shall be filed in the offices of department chairs, deans, and the Provost. Standards shall be reviewed every five years, and proposed changes to approved standards shall be submitted to the same approval process as described above. This process shall include all faculty members, tenured and non-tenured.

The academic "department" is the default unit referred to in the above. Departments may decide to work on the basis of smaller units, i.e., programs or disciplines, subject to the approval of the ad hoc University Committee on Faculty Evaluation, Promotion, and Tenure.

In the event of changes or alterations to the standards by which tenure/promotion decisions are made, faculty members may decide to apply for tenure/promotion using either the standards in effect at the time of their employment or the revised standards.

Membership on the ad hoc University Committee on Faculty Evaluation, Promotion, and Tenure shall be open with regard to rank and tenure and will represent the five colleges and the library. The primary role of the Committee shall be to (a) review departmental statements of standards/expectations for promotion and tenure; and (b) review policies and procedures related to faculty evaluation, promotion, and tenure. Committee recommendations on Items (a) and (b) shall be sent to the Provost.

Applicants for tenure shall follow the University's "Tenure and Promotion Information and Procedures" provided in the Faculty Handbook and its Appendices. The annual evaluation portfolio shall serve as the "core" of the tenure and/or promotion application, along with cover letter, current vitae, and selected support materials. Recommendations of whether probationary

faculty members should be provided with tenure originate with the department's Tenure Committee, a committee consisting of all tenured faculty members within the department (or college in colleges without departments). When there are less than four tenured faculty members available to serve, the Department Chair and College Dean, in consultation with the candidate, shall select the needed number of Committee members elsewhere within the respective college or, if necessary, the University.

The Tenure Committee will review the application along with any supporting documentation provided by the candidate. The Chair of the Department/College Tenure Committee will make a recommendation to the Department Chair, or to the Dean in colleges without departments. The Department Chair will forward to the Dean the Tenure Committee's recommendation along with the Chair's own recommendation. The Dean will make a recommendation and forward it along with those of the Department Chair and the Tenure Committee to the Provost, who shall make a recommendation and forward it, along with all recommendations received to the President for a final determination and presentation to the Board of Trustees. The decision to award tenure shall in every case be made by the Board of Trustees upon recommendation by the President.

All members of the faculty are entitled to protection against illegal or unconstitutional discrimination by the institution or discrimination on a basis not demonstrably related to a faculty member's professional performance including race, color, religion, national origin, gender, sexual orientation, gender identity, gender expression, age, genetic information, disability, or disabled veteran/Vietnam era veteran status, as per [UM Policy 01:100 – Equal Opportunity Policy](#) and in keeping with applicable state and federal laws.

The Board of Trustees and the University reserve complete discretion as to whether and when any faculty member is awarded tenure. No provision in this Handbook or any other document shall be construed or applied so as to limit the University's discretion with respect to decisions on tenure. In no event shall a candidate for tenure be deemed to have a contractual, vested, or legally enforceable right to attainment of tenure on the basis of mere passage of time, alleged attainment of tenure criteria, or by default based upon actual or alleged substantive or procedural deviation from the substantive or procedural norms described in this Handbook.

2.10 Criteria for Academic Rank and Procedures for Promotion

Faculty rank and promotion criteria are set in in the Faculty Handbook and all decisions regarding faculty rank and promotion, will be made in accordance with the procedures in the Faculty Handbook, to the extent those provisions do not conflict with this policy or state law. (Refer to [Policy 02:230](#))

For faculty employed prior to Fall 2009:

2.10.1 Criteria. The following are criteria for initial appointment and promotion in faculty rank. For promotion decisions, only accomplishments since the last promotion shall be considered. All of the minimum years specified for promotion are true minimums to be observed for only the most outstanding faculty members. Library faculty shall hold the appropriate terminal degree defined in the American Library Association's Faculty Status for Academic Librarians.

Professor: To be eligible for this rank, a faculty member must demonstrate: (1) outstanding performance in teaching or in professional duties as a librarian; (2) strong performance in research and/or creative endeavors; and (3) strong professional contributions and service. Candidates must possess a doctorate or the highest degree otherwise obtainable in their fields or possess, in lieu of the degree, a distinguished record of scholarly, artistic, or creative productivity. Candidates must have a minimum of five years' experience at the associate professor level, which may include three years of service in that rank at another institution if such service is written into the initial appointment.

Associate Professor: To be eligible for this rank, a faculty member must demonstrate: (1) strong performance in teaching or in professional duties as a librarian; and strong potential for further development as a scholar and teacher or as a librarian; (2) strong record of performance in research and/or creative endeavors; (3) strong professional contributions and service. Candidates must possess a doctorate or the highest degree obtainable in their fields or possess, in lieu of the degree, a distinguished record of scholarly, artistic, or creative productivity. Candidates must have a minimum of five years' experience at the assistant professor level, including three years of service in that rank at another institution if such service is written into the initial appointment.

Assistant Professor: To be eligible for this rank, a faculty member must demonstrate strong potential for further development as a scholar and teacher or as a librarian. Candidates must possess a doctorate or the highest degree obtainable in their fields or possess, in lieu of the degree, a distinguished record of scholarly, artistic, or creative productivity.

Instructor: To be eligible for this rank, a faculty member must possess at least the master's degree in the discipline.

2.10.2 Application Procedures for Promotion. Applicants for promotion shall follow the "Tenure and Promotion Information and Procedures" provided in [Appendix B](#). Recommendations for promotion in rank originate at the department level. Serving as a department promotion committee, the department's tenured faculty members of rank higher than that of the faculty member under consideration for promotion shall review the candidate's application, and the chair of this committee shall make a recommendation to the Department Chair or to the Dean in colleges without departments. When there are not at least three tenured faculty members at the appropriate rank available to serve, the Department Chair and College Dean, in consultation with the candidate, shall select the needed number of Committee members elsewhere within the respective college or if necessary the University. The Department Chair will forward to the Dean the recommendations of the department promotion committee along with his or her own recommendations. The Dean will forward his or her recommendation along with those of the Department Chair and department promotion committee to the Provost/Ex. VPAA. The Provost/Ex. VPAA shall forward his or her recommendation along with those of the Dean, Department Chair, and department promotion committee to the President. In the case of Library faculty, the tenured faculty members of rank higher than that of the faculty member under consideration for promotion shall review the candidate's application, and the chair of this committee shall make a recommendation to the Library Director who will forward to the Provost/Ex. VPAA the recommendation of the Library promotion committee along with his or her own recommendation. When there are not at least three tenured faculty members at the appropriate rank available to serve, the Library Director, in consultation with the candidate, shall select the needed number of Committee members elsewhere within the University. The Provost/Ex. VPAA shall forward his or her recommendation along with those of the Library Director and Library promotion committee to the President. Wherever recommendations are not unanimous, differences will be noted and attempts should be made to resolve them. Should there not be unanimity, minority and majority opinions should be forwarded to the next level. The promotion of faculty shall in every case be made by the Board of Trustees upon recommendation by the President.

2.11 Criteria for Academic Rank and Procedures for Promotion

For faculty employed Fall 2009 and thereafter:

2.11.1 Criteria. The following are criteria for initial appointment and promotion in faculty rank. For promotion decisions, only accomplishments since the last promotion shall be considered. All of the minimum years specified for promotion are true minimums to be observed for only the most outstanding faculty members. Library faculty shall hold the appropriate terminal degree defined in the American Library Association's *Statement on the Terminal Professional Degree for Academic Librarians*.

Professor: To be eligible for this rank, a faculty member must demonstrate a strong and sustained pattern of truly distinguished performance in Teaching (or in Professional Duties as a librarian), Research/Creative Endeavor, and Service/Professional Obligation as defined by the institution and the department. The high quality of the candidate's work has been widely acknowledged and the candidate has provided meaningful professional leadership. A terminal degree is required. Candidates may apply for promotion to full professor after five years of service at the rank of Associate Professor. Candidates may include three years of service at the rank of Associate Professor from another institution if such service was written into the initial appointment.

Associate Professor: To be eligible for this rank, a faculty member must demonstrate a strong and sustained pattern of meeting or exceeding expectations for performance in Teaching (or in Professional Duties as a librarian), Research/Creative Endeavor, and Service/Professional Obligation as defined institutionally and departmentally. A terminal degree is required. Candidates apply for promotion to associate professor simultaneously with application for tenure or thereafter; they may not apply for promotion to associate professor before application for tenure. Candidates then must have six years of service at the level of Assistant Professor before making application for promotion to Associate Professor, including three years of service in that rank at another institution if such service was written into the initial appointment. Tenure track instructors at the University of Montevallo may petition to include up to three years of service at that rank toward promotion to the rank of Associate Professor as long as annual evaluations have been positive—meeting expectations in Teaching (or in Professional Duties as a librarian), Research/Creative Endeavor, and Service/Professional Obligation.

Assistant Professor: To be eligible for this rank, a faculty member must demonstrate potential for a strong and sustained pattern of meeting or exceeding expectations for performance in Teaching (or in Professional duties as a librarian), Research/Creative Endeavor, and Service/Professional

Obligation as defined institutionally and departmentally. A terminal degree is required.

Instructor/Clinical Instructor: For appointment at the rank of Instructor or Clinical Instructor, a faculty member is expected to hold an earned master's degree and to offer evidence or promise of competence in teaching, academic advising, service to the University, and, in the case of clinical instructors, clinical supervision. An instructor appointment is a non-tenure track appointment that is subject to renewal on an annual basis or a multi-year basis. Continuation of the appointment is based on the availability of funding and on satisfactory performance as determined through annual performance review.

A new faculty member hired to fill a tenure-track position who has not completed his or her terminal degree will be appointed temporarily to the rank of instructor with the expectation that the degree will be earned within a year and, when it is, the faculty member's rank will change to Assistant Professor. The tenure clock will begin at the start of the next regular academic semester.

Senior Instructor/Senior Clinical Instructor: A faculty member who has completed five years of service (consecutive or non-consecutive) at the rank of Instructor or Clinical Instructor at UM is eligible to apply for promotion to Senior Instructor or Senior Clinical Instructor, a non-tenure track appointment that is subject to renewal on a multi-year basis. The faculty member should apply for promotion through the tenure-granting body/committee in the department or academic unit in which they are housed. Each department or academic unit should employ their own standards for determining promotion, however, promotion is typically based on documented and sustained excellence in teaching, advising, University service, and, in the case of Clinical Instructors, clinical supervision. Continuation of the appointment is based on the availability of funding and on satisfactory performance as determined through annual performance review.

2.11.2 Application Procedures for Promotion. Applicants for promotion shall follow the "Tenure and Promotion Information and Procedures" provided in [Appendix B](#). The annual evaluation portfolio shall serve as the "core" of the tenure and/or promotion application, along with cover letter, current vitae, and selected support materials.

Recommendations for promotion in rank originate at the department level. Serving as a department promotion committee, the department's

tenured faculty members of rank higher than that of the faculty member under consideration for promotion shall review the candidate's application, and the chair of this committee shall make a recommendation to the Department Chair or to the Dean in colleges without departments. When there are not at least three tenured faculty members at the appropriate rank available to serve, the Department Chair and College Dean, in consultation with the candidate, shall select the needed number of Committee members elsewhere within the respective college or if necessary the University. The Department Chair will forward to the Dean the recommendations of the department promotion committee along with his or her own recommendations. The Dean will forward his or her recommendation along with those of the Department Chair and department promotion committee to the Provost/Ex. VPAA. The Provost/Ex. VPAA shall forward his or her recommendation along with those of the Dean, Department Chair, and department promotion committee to the President. In the case of Library faculty, the tenured faculty members of rank higher than that of the faculty member under consideration for promotion shall review the candidate's application, and the chair of this committee shall make a recommendation to the Library Director who will forward to the Provost/Ex. VPAA the recommendation of the Library promotion committee along with his or her own recommendation. When there are not at least three tenured faculty members at the appropriate rank available to serve, the Library Director, in consultation with the candidate, shall select the needed number of Committee members elsewhere within the University. The Provost/Ex. VPAA shall forward his or her recommendation along with those of the Library Director and Library promotion committee to the President. Wherever recommendations are not unanimous, differences will be noted and attempts should be made to resolve them. Should there not be unanimity, minority and majority opinions should be forwarded to the next level. The promotion of faculty shall in every case be made by the Board of Trustees upon recommendation by the President.

Each department shall expand institutional definitions of Teaching, Research/Creative Endeavor, and Service/Professional Obligation to provide the best possible guidance for faculty. Departments shall consider and reach consensus on expectations to define the departmental (or other unit within the department) standard. Departments should consider standards at peer and aspirant schools, as well as those of accrediting bodies—and then invite peer response from at least one compatible unit on or off campus. The department shall submit its statement of standards/expectations, along with rationale, to the ad hoc University Committee on Faculty Evaluation, Promotion, and Tenure for review. Standards shall be filed in the offices of Department Chairs/Directors, Deans, and the Provost/Ex. VPAA. Standards shall be

reviewed every five years, and proposed changes to approved standards shall be submitted to the same approval process as described above. This process shall include all faculty members, tenured and non-tenured.

The academic “department” is the default unit referred to in the above. Departments may decide to work on the basis of smaller units, i.e., programs or disciplines, subject to the approval of the ad hoc Committee on Faculty Evaluation, Promotion, and Tenure.

In the event of changes or alterations to the standards by which tenure/promotion decisions are made, faculty members may decide to apply for tenure/promotion using either the standards in effect at the time of their employment or the revised standards.

Membership on the ad hoc University Committee on Faculty Evaluation, Promotion, and Tenure shall be open with regard to rank and tenure, and will represent the four colleges and the library. The primary role of the Committee shall be to (a) review departmental statements of standards/expectations for promotion and tenure; and (b) review policies and procedures related to faculty evaluation, promotion, and tenure. Committee recommendations on Items (a) and (b) shall be sent to the Provost and Senior Vice President for Academic Affairs.

2.12 Termination of Faculty Employment/Settlement of Financial Obligations

Papers and/or records, including video and/or audio recordings, in particular those related to student academic performance or assessment as well as those of an advisory or evaluative nature, remain the property of the University and should not be destroyed or removed from the appropriate offices. All faculty leaving the employment of the University must ensure that before leaving all debts are paid, all books and equipment on loan are returned, and keys and charge cards are turned in. Failure to do so may result in final pay being withheld. (Refer to [Policy 04:310](#).)

2.12.1 Termination of a Probationary Faculty Member. Decisions regarding continued employment of probationary faculty members will be made by the University President. If a probationary faculty member is not to be renewed, the President or designee will inform the member in writing. First-year faculty members should be so informed by March 1. Second-year faculty members should be so informed by December 1. Those with two or more years of service should be so informed by May 1 with their employment continuing through the next academic year. No reasons for non-renewal of probationary faculty need be given. Reappointment of probationary faculty to a succeeding

academic year or the award of tenure shall be accomplished only by notice from the President. No de facto tenure will be awarded to a faculty member under any circumstances. Should it occur that notice is not received by the applicable deadlines set forth above, it is the duty of the probationary faculty member concerned to make inquiry to determine the decision of the President, who shall without delay give the required notice to the probationary faculty member. A failure of the University to provide the required notice by the dates set forth in this policy will not entitle a faculty member to tenure nor to continued employment with the University. A failure of the University to comply with the maximum probationary period policy shall not entitle a faculty member to tenure. (Refer to [Policy 02:230](#))

2.12.2 Termination of a Tenured Faculty Member. A tenured faculty member may be dismissed at any time after being provided with legally required due process, based on any of the following determinations, each of which shall constitute serious misconduct:

(1) The faculty member has done any of the following:

- a. Exhibited academic and/or professional incompetence, including physical or mental incapacity to perform duties.
- b. Failed to perform duties or meet professional responsibilities of the faculty member's position, including, but not limited to, failure to perform as documented in a post-tenure review.
- c. Failed to successfully complete any post-tenure review professional development program.
- d. Engaged in behavior that adversely affects the public institution of higher education or the faculty member's performance of duties or meeting of responsibilities.
- e. Violated laws or committed policy violations deemed to be terminable offenses by the institution, including intentionally or knowingly violating any University policy, order, rule, or regulation. Faculty are presumed to have knowledge of such orders, rules, or regulations as published in the Faculty Handbook or published as University policy.
- f. Been convicted of a crime affecting the fitness of the faculty member to engage in teaching, research, service, outreach, or administration, including commission of a misdemeanor or felony involving depravity or the illegal use or distribution of drugs, narcotics, or controlled substances. A faculty member found guilty of illegal possession, use,

sale, or distribution of drugs, narcotics, or controlled substances, whether on or off campus, shall be subject to termination or other discipline as determined by the President. If, in the judgment of the President or the Board of Trustees, the best interests of the University or students so dictate, the faculty member may be immediately removed from contact with students and other employees, pending resolution of disciplinary proceedings.

g. Engaged in unprofessional conduct that adversely affects the institution or the faculty member's performance of duties or meeting of responsibilities, including sexual or racial harassment, willful destruction of University property or violent disruption of the operation of the campus, accepting or soliciting gifts that might influence or tend to influence the discharge of one's professional responsibilities; plagiarism; misuse or misappropriation of University property or funds;

h. Falsified the faculty member's academic credentials.

(2) There is actual bona fide financial exigency or the phasing out of the institution's programs requiring elimination of the faculty member's position such as the discontinuance or substantial modification, by the Board of Trustees, of an academic program, unit, or department resulting in diminished personnel requirements.

(3) There is other good cause as defined in University policies.

For the purposes of this policy, legally required due process shall include, at a minimum, written notice of the allegations against the tenured faculty member, including an explanation of the evidence supporting dismissal, and an opportunity for the tenured faculty member to respond to the allegations in a hearing with the Provost or, in the event the Provost is unavailable to serve in that capacity, an administrator or administrators to be designated by the Board of Trustees. (Refer to [Policy 02:230](#))

2.12.3 Termination of Faculty Members Before or at the End of an Appointment Period. Faculty members may not be dismissed before the end of their appointments except for cause. In such cases, the President or designee will inform the faculty member of the basis for the proposed termination and the action to be taken. Additionally, the President may, for good cause, suspend or dismiss a faculty member when the continuing presence of the faculty member poses a danger to persons or property or an

ongoing threat of disrupting the academic process. In the event of a financial exigency declared by the Board of Trustees or in the event of dismissal for cause, the notification dates described in this policy may be adjusted or waived. (Refer to [Policy 02:230](#))

2.12.4 Faculty Evaluation and Post-tenure Review. The professional performance of each faculty member, including tenured faculty members, is evaluated annually on the basis of objective and subjective information about the quality and the quantity of work. Evaluation should result in appropriate professional development for individuals and should help faculty members better know their professional strengths and weaknesses. Systematic faculty evaluations provide a basis for determining retention, tenure and promotion, and, where appropriate, salary increases. All post-tenure review shall be conducted through the University's faculty evaluation process. The faculty evaluation process shall be subject to annual review by the Board of Trustees.

Faculty evaluations assess professional performance in three areas important to the University's mission and goals: teaching, research/creative endeavor, and service/professional obligations. Teaching is considered a faculty member's most important professional activity. This implies that the other professional activities, research/creative endeavor and/or service/professional obligation, will contribute to an improved educational experience for students, principally in the form of distinguished teaching.

Faculty will receive formal evaluation on the departmental or college level each calendar year. Objective and subjective information will be gathered at appropriate times throughout the year, principally by the faculty member, and presented in a prescribed format to the Chair or (where appropriate, the Dean or Library Director) at an annual evaluation conference, early in the spring semester, for the preceding calendar year's activities. Formal evaluations conducted as part of the post-tenure review process shall include a peer review component in addition to other evidence.

Each faculty member will be evaluated in teaching, research/creative endeavor, and service/professional obligation annually. (Refer to [Policy 02:230](#))

2.13 Appointment of Department Chairs

Full-time faculty members in the department will elect a candidate to recommend to the administration. Faculty members who are in their final year of employment are urged to refrain from voting. The administration will make the final appointment.

2.13.1 Evaluation of Department Chairs

Determination of continuation in the role of Department Chair is designed to be a collaborative process, based on performance and faculty support.

- **Annually:** Faculty are urged to provide *anonymous**feedback regarding Department Chair performance through the administrative evaluation system:
 - Deans review annual evaluations and provide *a summary of the data* to the Department Chair.
 - As part of the annual planning process, Chairs should work with faculty to develop short-term and long-term goals for the department. Progress toward department goals should be presented to the Dean at the annual chair evaluation.
- **Fourth-Year Review:** Every fourth year of consecutive service, concurrently with the regular Chair evaluation process, the Dean will meet with department faculty to discuss the department's vision and progress toward long-term goals. The Dean will make a determination if the goals of the department are being met and if the Department Chair's continuation of service is beneficial for the department. The Dean will provide a report of the fourth-year review to the Provost/VPAA and the University President. The report shall include the anonymous, comprehensive, and un-redacted annual evaluation feedback from the department faculty, a summary of the responses during meetings with faculty, and a review of progress towards the departmental vision and goals.* A summary of the report, without specific comments or identifying information, will also be given to the Chair.

*As always, faculty are not restricted to a "one-time" opportunity to report an action or situation they, in good faith, believe to be unethical or harmful. Such reports should be immediately made to the Dean of the college, the Provost, or to the Director of HR.

2.13.2 Qualifications

If internally appointed, the Department Chair must be tenured and typically will hold the rank of Associate Professor or Professor at the time the appointment takes effect. The Dean must make the case to the Provost/Ex. VPAA for any exception to rank.

In the case of an external search, the Department Chair must be eligible for the rank of Associate Professor or Professor at the time of appointment. Probationary status will apply with up to three years of credit applied to the probationary period. In special circumstances, the Dean can make a case for tenure to the Provost/Ex. VPAA.

2.13.3 Internal Search Selection Process

When a vacancy occurs in the position of Department Chair, the Dean will inform the faculty of the department and will appoint a faculty member to direct the search process from among the full-time members of the department who do not plan to be a candidate for the position. The faculty member who directs the search will solicit nominations from the department. Self-nominations are permissible.

Each candidate will submit the following: a current curriculum vitae; a statement outlining his/her qualifications to fulfill the duties of the Department Chair as set forth in Sections 1.04 and 3.05 of the Faculty Handbook; and a statement outlining the goals he/she would pursue as Department Chair.

The full-time faculty in the department will meet with each candidate to discuss his/her candidacy and goals.

The faculty member directing the search will solicit votes by secret ballot from each full-time faculty member and will share the results of the vote with the department faculty, the Dean and the Provost/Ex. VPAA.

The Dean will interview each applicant and provide an independent recommendation, with a rationale, to the Provost/Ex. VPAA. Upon approval by the Provost/Ex. VPAA and the President, the Dean will announce the final decision regarding appointment. If the recommendation of the faculty is not followed, then it shall be accompanied by a rationale.

2.13.4 External Search Selection Process

When the position of Department Chair comes open, if there is a vacant faculty position in the department, the department may recommend to the Dean that an external search be conducted. The Dean will send the department's recommendation and his or her own recommendation to the Provost/Exec. VPAA, who will consult with the President before approving an external search.

In the event of an external search, the search committee will follow the process outlined in the Faculty Search Guidelines. Members of the department who meet the published qualifications for the position are

welcome to apply. The department's tenure and promotion committee and the Dean of the College will be asked to make a recommendation on tenure and rank if an external candidate is selected.

2.14 Grievance Policy and Procedures

The composition of the Faculty Grievance Committee is described under "University Committees" in this Handbook. Detailed information about the University's grievance policy and procedures may be found under "Policies" on the University web site or in the University Policy Manual. (Refer to [Policy 04:300](#).)

2.15 Workload of Faculty

In addition to fulfilling other responsibilities such as research, scholarly activities, and service, faculty members, with the exception of Library faculty, are required to teach a specified number of semester hours. Normally, full-time University faculty are assigned to teach from 12 to 15 hours per semester.

2.16 Summer School Teaching

Teaching in the University's summer session is not part of a faculty member's normal teaching load. Employment during the summer months is not guaranteed by the University.

2.17 Access to Personnel Files

Personnel files are the property of the University, and access to information they contain is restricted. Generally, only administrative officials and representatives of the University who have a legitimate, verifiable reason may review information in a file. (Refer to [Policy 04:020](#).)

2.18 Leaves of Absence

The University may provide time off to eligible University faculty to continue their education; to participate in research, grants or fellowships; or to recover from illness or injury and/or for other personal reasons. (Refer to [Policy 04:105](#).) Other aspects of the University's leave policies, including Family Medical Leave Act Policies and Paid Paternal Leave Policy, are governed by Policy 04:100, Policy 04:130 and Policy 04:140.

2.19 **Re-employment of Retired Faculty**

(Refer to Policy 04:001.)

2.20 **Immigration Forms I-9**

All new employees, regardless of employment status, are required by Federal law to complete a Form I-9 before or immediately following employment. This form attests to the individual's eligibility for employment in the United States and is maintained in the Office of Human Resources.

2.21 **Service Dates**

Service date is used in the calculation of benefits. This is the date of initial employment at UM, unless there has been a break in service by termination of employment. When a break occurs, the service date becomes the most recent date of employment. For those who change from part-time to full-time and/or regular to temporary status or vice versa, the following applies:

1. Those faculty members who have a regular part-time appointment will retain their service date when going to regular full-time.
2. Those faculty members who are regular full-time and go to regular part-time will retain their service date.
3. Those faculty members going from temporary to regular status or vice versa will receive a new service date.