

## Tenure in Academic Departments

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

	Time Allotted (Dates)	(not including weekends, breaks, and holidays)
1.	F      11-15-13	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.	1 day M      11-18-13	Chair forwards file to department tenure committee.
3.	5 days Tu      11-19-13 M      12-02-13	<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	2 days Tu      12-03-13 W      12-04-13	Candidate may request an appeal hearing of the initial recommendation.
3.b.	3 days Th      12-05-13 M      12-09-13	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.	1 day Tu      12-10-13	Department tenure committee forwards file to chair.
3.d.	3 days Tu      12-10-13 Th      12-12-13	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.	5 days W      12-11-13 W      01-22-14	<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</u> Th 01-23-14 F 01-24-14	Candidate may request an appeal hearing on the initial recommendation.
4.b.	<u>3 days</u> M 01-27-14 W 01-29-14	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.
4.c.	<u>1 day</u> Th 01-30-14	Chair forwards file to dean. The candidate may not insert additional materials into the file once it leaves the department.
4.d.	<u>3 days</u> Th 01-30-14 M 02-03-14	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.
5.	<u>1 day</u> Tu 02-04-14	Dean writes final recommendation and forwards to provost. Copies are sent to the candidate, department chair, and department tenure committee chair.
6.	<u>W 02-05-14</u>	When 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 academic year of FHSU service, 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. Not later than December 15 of the second academic year of FHSU service, if the appointment expires at the end of the year; or, if an initial two-year appointment terminates during the academic year, at least six months in advance of its termination.
- c. At least twelve months before the expiration of an appointment after two or more years at FHSU.