

## 6C7-3.011 Tenure

- 1) Scope. This regulation shall apply to all tenure-track faculty members and faculty hired into a tenured position.

In place of saying the scope is all faculty, the new statement identifies those faculty subject to this regulation.

- 2) Definition. Tenure is an employment classification achieved by the faculty member, which shall be based on the individual's performance over the person's entire tenure-earning appointment at UCF, as well as any time accepted toward tenure by UCF from another institution upon hire.

The definition of tenure was moved from the criteria section.

- 3) Policy. The award of tenure shall provide annual reappointment until voluntary resignation, retirement, removal for just cause, or layoff.
  - a) The University of Central Florida adheres to the provisions of any applicable collective bargaining agreement regarding tenure procedures.
  - b) There shall be sufficient discipline flexibility in the interpretation of the standards for tenure so that individuals have a reasonable expectation of fulfilling the requirements.
  - c) Tenure with full rights and responsibilities may be held in more than one unit if:
    - 1) The faculty member has made significant contributions in more than one tenure granting unit.
    - 2) The faculty member's status must either be in- or non-unit.

Section "c" was added to allow the option for tenure to be held in more than one unit.

- d) Tenure may be transferred from one unit to another.
- e) It is the responsibility of the candidate to ensure that the tenure dossier is accurate, complete, and meets established deadlines for submission.
- f) Faculty serving on promotion and tenure committees charged with reviewing and making tenure recommendations shall be tenured.

Sections "d, e & f" were added to bring the Regulation in line with practice.

- g) At any stage in the process, if questions arise about the status of materials contained in a faculty member's dossier, or if questions arise about the integrity of the review process, the dossier may be held in the office where the questions arise until a thorough review of the situation can be completed and all issues are resolved.

Section "f" was added to handle situations that may arise during the review process that are in need of investigation or resolution before the review of the dossier is completed.

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- h) A college, department, school, or unit may designate, with approval of the provost or provost's designee, criteria for evaluation in addition to those included in this Regulation. Additional criteria require a majority vote by the tenured full-time faculty members of the department, school, or unit; the department chair, school director, or unit head; and the dean.
- i) Candidates hired with credit toward tenure must include a summary of the teaching, research, and service contributions made at the previous institution in the dossier.

Clarification about what years of prior performance can count from another institution is added here to follow current practice.

- j) When an applicant is serving in an administrative position (e.g. chair, unit head, dean), his or her immediate supervisor shall either direct the process or appoint an appropriate person to manage the applicant's tenure process.
- k) In the absence of a chair/director, who serves as the candidate's supervisor, the dean will appoint an appropriate level person to act in that capacity.

Section "i" was added to follow current practice in those cases where the usual line of supervision is not in place.

The requirement that a vote on promotion be taken prior to a vote on tenure was removed.

#### 4) Eligibility.

- a) A faculty member will normally apply for tenure during the sixth year of continuous service. Exceptions include but are not limited to faculty:
  - 1) electing to go up early (prior to the sixth year);
  - 2) with credit towards tenure (assuming faculty member has not voluntarily rescinded this credit prior to the year candidacy for tenure is expected);
  - 3) who were hired at the beginning of the second semester of the academic year will normally seek tenure after completing eleven continuous academic year semesters.
- b) Candidates for tenure with hire must refer to Hire with Tenure (7) below.

This is a new section. The information in "a" was primarily contained in the CBA, but not in the Regulation. Section "b" now refers to hire with tenure, which will be explained below.

#### 5) Criteria.

- a) Tenure is awarded upon the demonstration of highly competent performance. Tenure criteria shall address professional responsibilities consistent with faculty status including teaching; research and other scholarly activities; and service to the public, the discipline, and the university. The criteria shall take into account the mission and needs of the university and place appropriate emphasis upon

teaching and teaching-related scholarship that is in line with the candidate's assignment.

- b) The university shall ensure that teaching is defined and evaluated broadly. Specifically, all types of teaching, including but not limited to lecture classes, independent studies, student mentoring, thesis and dissertation supervision, practicums, clinical oversight, experiential education, and internships shall be considered as instruction requiring consideration within the candidate's dossier.
- c) Assessment of competency in teaching and teaching effectiveness shall include evaluation of all materials provided in the candidate's dossier including but not limited to reviews of the teaching (by peers, students, administrators, and the candidates themselves); and supporting documentation (teaching-related scholarship, innovative course materials and/or teaching methodologies, curriculum development, special teaching responsibilities, teaching-related grants, awards or public recognition of teaching).
- d) As a Ph.D. granting research university, UCF places significant emphasis on the research and scholarly activities of faculty members seeking tenure. Consideration shall be given to all evidence related to research and scholarly activity in the candidate's dossier including, but not limited to, publications, grants, research presentations, awards, and graduate student success.
- e) The candidate should include evidence of sustained performance in teaching, research and scholarly activities, and service.
- f) The recommendation of a faculty member for tenure to the Board of Trustees shall signify that the president is satisfied that the individual will continue to make significant professional contributions to the university and the academic community. The Board of Trustees awards tenure.

g) It is the expectation that any promotion from assistant to associate professor will include the awarding of tenure. Although there may be exceptions to this policy, promotion would normally be inseparable from tenure and vice versa.

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The above list of criteria was compiled from the current Tenure Regulation, the CBA, and the recently devolved BOG Rule. Some of the wording has been improved, but the meaning has not changed from current practice.

6) Procedures for Tenure-Earning Faculty.

- a) Candidates eligible for tenure consideration shall submit a dossier in accordance with the application format available at [www.facultyrelations.ucf.edu](http://www.facultyrelations.ucf.edu).
- b) Recommendation process. Recommendations for tenure begin with a review(s) by the department, school or unit promotion and tenure committee; followed by reviews by the department chair, school director, or unit head; the college promotion and tenure committee; college dean; university promotion and tenure committee; provost; president; and Board of Trustees. Additional reviews may be required for promotion within research centers or institutes.

The above statement allows for more than one review.

- c) All recommendations, including those made by department chairs, school directors or unit heads, deans, and committees must be complete but concise, and

cite reasons for the recommendations based on the evidence presented in the candidate's dossier. Any additional information or materials used in the deliberations must be included in the dossier. ((See 6(e)(8)(b) for directions about how to add materials to a dossier.))

d) Split votes and abstentions shall be explained within the written recommendation.

The provost has been concerned about this issue, Thus, this calls for an explanation in writing.

e) Outside reviews. Each faculty member considered for tenure shall have all relevant materials, including but not limited to, documentation of one's research and scholarly activity and the current curriculum vitae included in their dossier. The applicant's expanded curriculum vitae and supporting documentation will be sent to an even number of at least four outside reviewers for evaluation. The outside reviewers are to be selected using the following procedures.

1) The department chair, school director, or unit head and the department promotion and tenure committee shall jointly nominate a panel of an even number of at least four outside reviewers; and the faculty member being considered for tenure shall nominate a panel of an even number of at least four outside reviewers. The final panel of outside reviewers shall be comprised of an even number of at least four persons: half selected by the faculty candidate from the panel prepared by the department chair, school director, or unit head in consultation with the promotion and tenure committee, and half selected by the department chair, school director, or unit head in consultation with the promotion and tenure committee from the panel recommended by the faculty candidate. A minimum of two additional names from each list shall be ranked and designated as alternates in the event that a proposed outside reviewer does not accept the assignment or does not complete the review on time. Should a reviewer from either the applicant or the department's list be unable to complete this task, an alternate reviewer shall be chosen from the appropriate applicant or departmental list. The final composition of reviewers must include an equal number from both the applicant and the departmental lists.

Having the department rank another 2 names beyond the first-chosen reviewers was added so that the chair did not have to go back to the committee and candidate each time another outside reviewer was needed. Some departments do this now.

(a) Under no circumstances shall a dissertation advisor, post-doctoral mentor, or close collaborative colleague serve as a reviewer for the applicant's case.

Following [NIH](#), [NSF](#) & other granting agencies, Section "a" clarifies those considered to have been too closely affiliated with the candidate to serve as an objective outside reviewer.

- 2) Outside reviewers' comments shall be based upon the candidate's current professional curriculum vitae; selected materials; and department, school, or unit, college, and/or university guidelines as available. These documents shall be provided to the reviewers by the department chair, school director, or unit head in consultation with the candidate.

Note that guidelines were added to materials to be sent

- 3) In all instances, a standard letter (AA-33) provided by the Office of Faculty Affairs shall be used and modified as appropriate by the department chair, school director, or unit head for the purpose of submitting a dossier to the outside reviewers. The candidate is not permitted to discuss their dossier with the outside reviewers.
  - 4) Outside reviewers primarily provide comments about the significance of the candidate's research and creative activity within their discipline or area of study. However, the reviewer should provide a balanced assessment taking into consideration teaching assignments and other university duties as documented in the dossier.
- f) Dossier. When complete, recommendations for tenure in the dossier will be accompanied by the supporting materials listed below:
- 1) Comments and recommendations completed by the department chair, school director, or unit head and the dean in a format to be provided by the Office of Faculty Affairs ([AA-18](#));
  - 2) The applicant's UCF annual performance evaluations ([AA-17](#) for in-unit or [AA-30](#) for non-unit applicants) for the period under consideration. Candidates with credit toward tenure from a previous institution shall include a summary of teaching, research, and service for contributions made at the previous institution;
  - 3) If the candidate is applying for tenure and promotion to associate professor, all cumulative progress evaluations ([AA-18\[b\]](#));
  - 4) If the applicant is applying for tenure and promotion to professor, cumulative progress evaluations ([AA-18\[b\]](#)) are completed only if requested by the faculty member and are not required for inclusion in the promotion dossier;
  - 5) An evaluation and recommendation by the department, school, or unit promotion and tenure committee members ranked at or above the level sought ([AA-16](#));
  - 6) An overall summary statement and individual summary statements written by the applicant describing the candidate's teaching, research and scholarly activities, and service;
  - 7) Teaching, research and scholarly activities, and service support materials compiled by the applicant;
  - 8) Changes in applicant dossier;
    - (a) Until the provost acts on the dossier, the candidate may update the dossier. Notices of publication acceptance or other types of new documentation are to be signed and dated by the applicant and placed in the front of the dossier. No changes to the curriculum vitae may be made after it has been sent to the outside reviewers;

(b) Materials added or alterations made to the dossier by anyone other than the candidate shall be initialed, dated, and shared with the candidate, who must be given five calendar days from time of receipt to respond before the dossier moves forward.

Section "8" was added to clarify how materials may be added to their dossiers.

- 9) Candidates may withdraw their dossier at any time before the provost's final action on the dossier by requesting this action in writing to the administrative level at which the dossier resides at the time of the request.

Sections were added below to outline what is to occur at each level of review. This had been contained in the Promotion Regulation for the most part, but not in the Tenure Regulation. The two Regulations were brought in line with one another and set up to stand alone. No longer should anyone need to check the Promotion Regulation if applying for Tenure only and vice versa.

g) Department promotion and tenure committees.

- 1) Department, school, or unit promotion and tenure committees shall be established within each academic unit and shall consist of eligible members. Faculty must have tenure to vote for a candidate applying for tenure. (See Promotion of Faculty Regulation for committee structures related to promotion.)
- 2) Administrators holding academic appointments and not directly supervising the candidate who meet the requirements of the previous section and who will not otherwise make a recommendation may participate on the department, school, or unit promotion and tenure committees.

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Section "2" was added as a point of clarification.

- 3) Faculty members serving on the college or university promotion and tenure committee and department chairs/school directors/unit heads may not participate in the discussion or vote on the candidate(s) applying for tenure.

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Section "3" was added as a point of clarification and clarifies current practice under the sunshine law.

- 4) No member of the department, school, or unit committee may be a member of the college or university promotion and tenure committee.
- 5) The committee chair shall be a member of the committee elected by majority vote of its members and shall call the committee into session to transact such business as required.
- 6) The committee shall be professional and discriminating in its decision making and make its review based on consideration of all of the facts and supportive evidence contained in the candidate's dossier.

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This is added to guide the committee members.

- 7) The promotion and tenure committee shall prepare a written evaluation and recommendation ([AA-16](#)) for each dossier reviewed. Each committee member shall vote on each case and the result shall be recorded. Split votes and abstentions submitted by committees shall be explained within the recommendation.

A call for explanation of split votes and abstentions is contained here and for the college and university committees as a reminder to fully explain the votes.

- 8) The recommendation vote and the evaluation ([AA-16](#)) shall be forwarded to the department chair, school director, or unit head with the promotion dossier.
- 9) The department chair, school director, or unit head shall not participate in or vote as part of the department, school, or unit committee.

This is a reminder that the chair/director has his/her own vote.

- 10) If a department, school, or unit to which the candidate is applying has fewer than three tenured faculty, departments, schools, or units may add qualified voting faculty with similar academic interests with consultation among the dean; chair, director, or unit head; and the applicant.

This is practice, but adds the applicant to the mix of those to be consulted.

- 11) If any one involved in the tenure process has a personal or professional relationship that may create a potential conflict of interest with the candidate under consideration, he or she must declare the nature of the relationship before any discussion takes place. The specific nature of the relationship should be noted in any written evaluation. If after consultation, the provost's representative feels that the process would be compromised by the participation of any individual, that faculty member must recuse him or herself from discussion and voting on that particular case.
- 12) A committee member may only vote on dossiers that he or she has personally reviewed.

The wording in Section 11 only appeared in the Promotion Regulation prior to this change. It has also been expanded to include conflict of interest.

- 13) The committee chair shall forward a copy of the voting record and the committee's evaluation and recommendation ([AA-16](#)). Split votes and abstentions shall be explained within the written recommendation.

As before

- 14) The department chair, school director, or unit head shall, within five calendar days, notify the candidate of the committee's evaluation and recommendation (AA-16).
  - 15) Candidates may review the committee's evaluation and recommendation (AA-16) and provide comments on the committee's evaluation and recommendation in writing within five calendar days after receipt of notice of the committee's decision. This response shall be placed in the candidate's dossier.
- h) College promotion and tenure committee:
- 1) Each college shall elect a promotion and tenure committee consisting of one tenured professor, where available, from each department, school, or unit to function as an advisory group to the dean.
    - (a) Small units (i.e. those with fewer than three professors) may elect an associate professor to act as their representative, contingent upon approval from the appropriate dean. Committee members must hold the rank of professor to vote on dossiers for promotion to professor.
  - 2) Each committee member shall serve a term of two academic years. Terms shall be staggered to provide for continuity and uniformity of committee action. Committee members are not allowed to serve two successive terms, except in departments, schools, or units with only one eligible professor.
  - 3) No member of the college committee may be a member of a department, school, unit or university promotion and tenure committee.
  - 4) Members of the college promotion and tenure committee shall be elected at department or unit meetings in the spring semester prior to committee service. The dean of the college or the dean's designee shall serve as the election official.
  - 5) College representatives shall be tenured professors (where available) elected by a majority vote of tenured faculty in the department, school, or unit. Exempted from service are faculty not eligible because of prior service within the last two years, faculty currently serving at the department, school or unit, or university level, and faculty who are candidates for tenure.
  - 6) Each department, school, or unit shall elect a representative to the college promotion and tenure committee. Small units (i.e. those with fewer than three tenured professors) shall elect a representative to the college promotion and tenure committee only when a member of the respective unit is applying for tenure, contingent upon approval from the appropriate dean.

This section is not new, but raised some issues among reviewers. Basically, it argues that unless the department has someone going up for tenure their input may not be valuable.

- 7) If any one involved in the tenure process has a personal or professional relationship that may create a potential conflict of interest with the candidate under consideration, he or she must declare the nature of the relationship before any discussion takes place. The specific nature of the relationship should be noted in any written evaluation. If after consultation, the provost's

representative feels that the process would be compromised by the participation of any individual, that faculty member must recuse him or herself from discussion and voting on that particular case.

- 8) A committee member may only vote on dossiers that he or she has personally reviewed.

Part “b” has been added to this section.

- 9) Administrators holding academic appointments and who do not directly supervise the candidate and who meet the requirements of the previous section and who will otherwise not recommendation may participate on the college promotion and tenure committees.

Section “8” brings the section on the college committee in line with the department/school.

- 10) The committee shall be professional and discriminating in its decision making and make its recommendations based on consideration of the facts and supportive evidence contained in the candidate’s dossier.
- 11) The dean or dean’s designee convenes the first meeting to charge the committee with their assignment, assist in the election of a committee chair, and provide additional assistance as required. The committee chair shall be a member of the committee elected by a majority vote of its members, and shall call the committee into session to transact such business as required.

Section “10” was added to outline the duties of the dean’s office vs the committee chair.

- 12) A quorum shall consist of the attendance of all of committee members whenever practicable. However, quorum shall not be less than the majority of the committee members and never be less than 3.

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No change was made, but we may want to set the quorum lower than 100% attendance. Should quorum be defined as a supermajority – 2/3 of the members, OR majority – 51% OR more of the members or other?

- 13) If a committee member is unable to perform his or her duty, an alternate member may be elected, providing there is an eligible person available.
- 14) Committee members shall evaluate and vote on each case considered, and the result shall be recorded (AA-16). Split votes and abstentions shall be explained within the written recommendation.

Consistent with other sections.

- 15) The committee chair shall forward a copy of the committee’s evaluation and recommendation (AA-16), the voting record, and the dossier to the dean.

- 16) The dean shall, within five calendar days, provide the committee's evaluation and recommendation to the candidate. The candidate may review and provide comments on the committee's evaluation and recommendation in writing within five calendar days after receipt of said notice. The candidate's response shall be placed in the tenure dossier.
- i) University promotion and tenure committee:
  - 1) The university promotion and tenure committee, a reporting committee of the Faculty Senate, shall be established to function as an advisory group to the provost. Committee members must be tenured, hold the rank of professor, and be active scholars within their particular disciplines.
  - 2) The tenured faculty from each college shall elect an eligible tenured professor to serve a two year term.
  - 3) Faculty are ineligible for re-election for two years following the completion of their term. Vacancies are filled during the term in which they occur from the area of the vacating member for the remainder of that person's term.
  - 4) The provost or provost's designee convenes the first meeting to charge the committee with their assignment, assist in the election of a committee chair, and provide additional assistance as required. The committee members elect a chair at the first meeting. The committee chair is responsible for establishing the agenda and the workflow.

These sections have been added to more clearly outline the responsibilities of persons affiliated with the committee.

- 5) No member of the university committee may be a member of a department, school, unit or college promotion and tenure committee.
- 6) If any one involved in the tenure process has a personal or professional relationship that may create a potential conflict of interest with the candidate under consideration, he or she must declare the nature of the relationship before any discussion takes place. The specific nature of the relationship should be noted in any written evaluation. If after consultation, the provost's representative feels that the process would be compromised by the participation of any individual, that faculty member must recuse him or herself from discussion and voting on that particular case.
- 7) A committee member may only vote on dossiers that he or she has personally reviewed.

Section 6 is consistent with the sections on the department and college committees.

- 8) Faculty serving in administrative positions may participate on the university promotion and tenure committee.

Administrative faculty can serve on the university committee.

9) The committee shall be professional and discriminating in its decision making and base its review only on consideration of all of the facts and supportive evidence contained in the candidate's dossier.

10) The committee chair shall forward a copy of the committee's evaluation recommendation (AA-16) as a part of the dossier to Faculty Affairs. A candidate's response must be submitted to Faculty Relation within five calendar days.

This outlines the current practice.

j) All candidate dossiers, if not withdrawn, will be reviewed by the provost and the president. Final decisions shall be made by the Board of Trustees and rendered in writing.

k) Tenure will normally become effective at the beginning of the succeeding academic year.

7) **Hire with Tenure.** Faculty may be hired with tenure. Most often this type of hire occurs when the person has held tenure at another institution of higher learning, has an extraordinary record of achievement, and/or has been appointed to an administrative position.

a) The process to hire a faculty member with tenure begins with submission of the applicant's dossier followed by an interview with the department faculty; department chair, school director, or unit head; and the dean or dean's representative.

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b) A positive recommendation vote from the tenured faculty in the department, school, or unit is required to recommend tenure with hire and move the dossier forward.

c) The department chair, school director, or unit head shall not vote as a member of the department, school, or unit promotion and tenure committee, but shall review the dossier and register his/her recommendation vote with the dean or dean's representative and send the hiring dossier forward to the dean's office.

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d) The dean or dean's representative shall review the tenure with hire dossier and register his/her recommendation vote with the provost. The dean's office shall forward the hiring dossier, including form AA-12, to Academic Affairs Administration.

e) Once all approvals have been received, Academic Affairs Administration shall forward form AA-12, the curriculum vitae, and an electronic copy of the employment agreement to Faculty Affairs.

f) Faculty Affairs shall prepare all documentation for the Board of Trustees.

g) Letters indicating that the Board of Trustees have approved tenure for persons hired with tenure will be sent to the candidates directly following the meeting at which the tenure vote was taken.

h) Tenure will normally become effective at the beginning of the succeeding academic year. If it is proposed that a faculty member be hired with tenure, the

Board of Trustees vote on tenure is conducted at the September meeting of the faculty member's first academic year at UCF.

Section "7" above is all new. It puts the Hire with Tenure process in writing.

8) Transfer of tenure procedure.

- (a) The faculty member and the department chair, school director, or unit head confer about the possibility of transferring the faculty member's tenure to another department, school, or unit, and if in agreement, take the request to the tenured faculty in that department, school, or unit.
- (b) A positive recommendation vote of the tenured faculty in the originating department, school, or unit is required to transfer the faculty member's tenure into another department, school, or unit.
- (c) The applicant submits an up-to-date curriculum vitae and other supporting documentation to the host unit, as requested.
- (d) Interviews are conducted by the host department faculty; department chair, school director, or unit head; and the dean or dean's representative.
- b) A positive recommendation vote of tenured faculty in the host department, school, or unit is required to transfer a faculty member's tenure.
- c) The department chair, school director, or unit head shall review the materials provided and register register the tenured faculty's vote, as well as his/her recommendation vote with the dean or dean's representative and forward the materials to the dean's office.
- d) The dean or dean's representative shall review the materials provided and register his/her recommendation vote with the provost, who makes the final decision.
- e) A letter indicating approval of the transfer of tenure will be sent to the candidate.

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Section "8" above is all new. It puts the transfer or expansion of tenure process in writing.

9) Expansion of tenure procedure for Full Professor with tenure.

- (a) The faculty member and the department chair, school director, or unit head confer about the possibility of expanding the faculty member's tenure into another department, school, or unit, and if in agreement, take the request to the tenured faculty in that department, school, or unit.
- (b) A positive recommendation vote of the tenured faculty in the originating department, school, or unit is required to expand the faculty member's tenure into another department, school, or unit.
- b) The applicant submits an up-to-date curriculum vitae and other supporting documentation to the host unit, as requested.
- c) Interviews are conducted by the host department faculty; department chair, school director, or unit head; and the dean or dean's representative.
- d) A positive recommendation vote of tenured faculty in the host department, school, or unit is required to expand a faculty member's tenure.

- e) The department chair, school director, or unit head shall review the materials provided and register the tenured faculty's vote, as well as his/her recommendation vote with the dean or dean's representative and forward the materials to the dean's office.
- f) The dean or dean's representative shall review the materials provided and register his/her recommendation vote with the provost, who makes the final decision.
- g) A Memorandum of Understanding shall be completed that outlines the rights and responsibilities of the faculty member in each unit and be signed off on by the department chair, school director, or unit head from each unit and the faculty member.
- h) A letter indicating approval of the expansion of tenure will then be sent to the candidate.

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10) Notice of Denial and Grievance Process.

- a) **Notice of Denial.** If any employee is denied tenure, the employee shall be notified in writing by the university within ten (10) days or as soon as possible thereafter, of that decision. Upon written request by an employee within twenty (20) days of the employee's receipt of notice of denial of tenure, the university shall provide the employee with a written statement of the reasons why tenure was denied.
- b) **Grievability.** An in-unit employee who receives written notice of denial of tenure may, in accordance with the provisions and requirements of the then current collectively bargained grievance procedure, contest the decision because of an alleged violation of a specific provision of the collective bargaining agreement. A non-unit employee who receives written notice of denial of tenure may, in accordance with the provisions and requirements of the University's non-unit grievance procedure Regulation 6C7-3.0132, contest the decision because of an alleged violation of University regulation, policy, or procedure. In either case, time limits for filing such grievances shall be as set forth in the applicable procedure.

*Authority: BOG Resolution dated January 7, 2003. History--New 10875, Amended 11/10/77, 4/30/81, 8/4/85, Formerly 6C73.11, Amended 8/14/88, 8/2/89, 3/11/93, 9/15/96, 12/9/97, 3/16/03, 10/18/05.*