

7. **TENURE** Code of ethics: See Section 5.1.

7.1. **POLICY FOR TENURE**

Tenure at Seattle Pacific University is understood as a symbol of stability, of the integrity of the community, and of the joint commitment of every member of the community to the mission of the University.

The individual, before applying for tenure, has expended considerable time and energy in personal and professional development, has demonstrated compatibility with the mission and institutional climate of Seattle Pacific University, and has been evaluated numerous times. Application for tenure signifies that the individual wishes to be considered a permanent part of this community.

The institution, in granting tenure, recognizes that tenure confers on the faculty member continuous contract rights (Section 2.3) and the right not to suffer discriminatory reduction in salary (except as provided in Sections 5.4.1. and 8), and implies the faculty member's acknowledgment of continuing responsibility to the community for faithful discharge of duty.

Both parties understand that tenure provides protection for the individual against non-reappointment (Section 8.3), as well as partial protection in other circumstances, but that the tenured contract may be severed through resignation (Section 8.1), retirement (Section 8.2), prolonged illness (Section 8.4), layoff (Section 8.5), or dismissal for cause (Section 8.6).

7.2. **ELIGIBILITY FOR TENURE**

7.2.1. Time required for eligibility. Persons on tenure track holding the rank of assistant professor shall be considered for tenure not later than their sixth full-time year at the University. Persons initially hired by the University at the rank of associate professor and professor shall be considered for tenure not later than the fifth and fourth years, respectively, of full-time service. Instructors who are promoted to assistant professor in their sixth year of full-time service at the University, or subsequently, shall be considered for tenure during their first year as assistant professor. After the first year of eligibility for tenure, an individual who is not granted tenure may apply for tenure during either or both of the subsequent two years. Any person who is not granted tenure in the final year of eligibility as defined in this Section shall be terminated. The contract/letter of appointment issued for the final year of eligibility shall contain notice that, if tenure is not granted, it is a terminal contract. Special provisions relating to administrators with faculty rank are detailed in Section 1.10. Any administrator or faculty committee that recommends against granting tenure may also recommend that the candidate be given a terminal contract, that is, a contract with no further opportunities to apply for tenure. The

President and the Board of Trustees have final decision in this matter.

<u>Rank</u>	<u>First Year to Apply</u>	<u>May Also Apply in Years</u>
Assistant*	6	7, 8
Associate	5	6, 7
Professor	4	5, 6

\*Instructors who have served at SPU six or more years and are promoted to Assistant Professor shall be considered during their first year at Assistant rank.

7.2.2. Credit toward time required for eligibility. Tenured faculty who leave positions at other institutions in order to join the Seattle Pacific University faculty may be considered for tenure earlier than the above sequences provide (Section 3.3).

7.2.3. Restoration of tenure or granting of tenure at appointment. Persons who were formerly tenured at Seattle Pacific University, who have been separated from the institution for a time, and who are rehired may apply for restoration of tenure at the time of their reappointment. In rare instances, when a person of demonstrably outstanding merit is hired, the individual may apply through the school dean for tenure at appointment. The dean shall make a recommendation and forward the application and recommendation to the Faculty Status Committee, or during summer quarter or quarter breaks, to a subcommittee consisting of any three members of the Faculty Status Committee, who will make recommendation to the Provost. Procedures for recommendation to the Board of Trustees shall thereafter follow the procedures specified for granting tenure (Section 7.4). Tenure shall not be granted at appointment without affirmative recommendation from the dean, the Faculty Status Committee or its designated subcommittee, the Provost and the President. No letter of appointment shall be issued which promises restoration of tenure or tenure at appointment until the decision has been affirmed by the Board of Trustees. The application for restoration of tenure or granting of tenure at appointment shall include:

- A. a statement of Christian testimony and brief summary of the individual's Christian philosophy of higher education, presented in 1-2 pages each,
- B. current curriculum vita (no more than 2-3 pages unless special conditions dictate otherwise),
- C. (for restoration of tenure) Current Professional Development Plan and self-assessment, together with an administrative evaluation demonstrably similar to the school or college dean's response

required of those who have been recently employed at Seattle Pacific University,

D. (for granting of tenure at appointment) A statement of the individual's professional goals, specifically and directly addressing the relationship of those goals to the mission and goals of the University,

E. 2-3 reference letters (including some by experts outside SPU) citing specific empirical evidence of satisfaction of criteria for tenure, and

F. at least the most recent three-year collection of student evaluations of teaching, in chronological order, supplemented by analysis by the candidate referenced to specific criteria, or, if such evidence is not available, other evidence of effective teaching demonstrably equivalent to such evidence and analysis.

### 7.3. CRITERIA FOR TENURE

7.3.1. Effective teaching and advising (Section 5.2.1) will be a major consideration in evaluating applicants for tenure. Librarians with faculty rank will be evaluated under Section 5.3.1 in lieu of this criterion. Administrators with teaching duties (Section 1.11 will also address teaching effectiveness in the application. In any tenure decision, the emphasis is on how the individual's teaching corresponds to the University's planned needs as those are articulated in the institutional mission and goals adopted by the faculty of the University and the school. As noted in Section 5.2.1.2, required evidence includes

A. teaching evaluations by students,

B. evaluations by program administrators such as the dean,

C. evaluations of one's teaching and advising, including findings of a peer review committee and/or peer review letters, preferably based on classroom visits, but in any case based on directly observed evidence and directly addressing the criteria noted in Section 5.2.1.1, and

D. self evaluation, including at minimum a statement that reviews the evidence submitted, demonstrates how findings have been incorporated into the candidate's professional development plan, and shows how the applicant intends to continue growing as a teacher and advisor.

Additional evidence of effectiveness in teaching and advising, of the kinds listed in Section 5.2.1.2 or of other relevant and documented types, may also be a part of the application.

7.3.2. Professional activity will be considered in granting tenure. The emphasis will be on the individual's record of professional activity as it indicates potential for continued professional activity. Section 5.2.2.2 lists kinds of evidence, some of which are required and some of which may be included. Letters of support from peers by

persons inside or outside the University, including some from persons in respected academic positions in the individual's discipline, are recommended to demonstrate the appropriateness of emphasis on certain characteristics, or on certain kinds or items of evidence.

- 7.3.3. Service to the University is expected of each applicant for tenure. The Professional Development Plan, self-assessment report(s), dean's response(s), and evaluations of peers are among the strongest forms of evidence that the applicant is fulfilling this criterion and seems likely to continue to do so. Section 5.2.3 names several characteristics and kinds of evidence which may be presented. Other evidence may, at the individual's option, be included. Particularly important are evaluations of the quality of University service.
- 7.3.4. Service to the Church and the Community is a significant factor in evaluating applicants for tenure. Required evidence includes demonstration of church affiliation, attendance and service. Additional evidence, of the kinds listed in Section 5.2.4 or of other kinds, especially church leadership, may be included, and the applicant is encouraged to provide testimony of church and/or community leaders as a part of this evidence.
- 7.3.5. Personal qualities particularly demonstrate one's match with the University's mission and goals. A short (1-2 page) personal statement discussing one's faith in God through Jesus Christ and another briefly describing one's philosophy of Christian education within a liberal arts setting are required for initial appointment; these statements will be a part of each tenure application. Self-assessment, especially of the characteristics noted in Section 5.2.5.1, is required. Statements by other members of the University community (Section 5.2.5.2) may reinforce this required evidence. Other kinds of support may also be offered, at the individual's option.

#### 7.4. **PROCEDURE FOR TENURE**

- 7.4.1. Initiating tenure process. The candidate's dean is responsible to initiate the tenure process. This responsibility includes assessing the needs of the department, college or school, informing candidate(s) of eligibility and deadlines, and selecting a faculty committee composed of at least three tenured faculty members.
- 7.4.2. Application. The candidate is responsible to make a strong case for tenure. Colleagues may assist in this process, and the faculty

may appoint a colleague or group of colleagues to help the candidate in building a case. The dean shall serve as a counselor for the applicant and shall facilitate the applicant's gathering of evidence.

7.4.2.1. Schedule. Annually, Faculty Status Committee and the Provost's office shall announce the deadline date for tenure applications.

7.4.2.2. Content.

7.4.2.2.1. Personal statements. A personal statement will describe the individual's life and growth in Christian faith and explain how the applicant's personal qualities correspond to the educational mission of Seattle Pacific University. A second statement, or a separate section, will interpret relationships between the individual's discipline and that mission. Another statement, or a separate section, will address issues of teaching and advising, specifically responding to evaluations by students and colleagues offered as evidence. Additional statements or sections will interpret the role of one's professional contributions and contributions to church and community, directly linking them to the University's mission and goals.

7.4.2.2.2. Supporting materials. The application will include all of the following:

- A. current approved professional development plan, with self-assessment(s) and dean's response(s),
- B. current curriculum vita (containing only significant activities--preferably no more than 2-3 pages),
- C. the most recent three-year collection of student evaluations of teaching, in chronological order (the personal statement described above will include analysis of and responses to these evaluations), and
- D. documents as necessary to support the personal statement, including letters of reference.

The individual may choose to include additional evidence which will help evaluators to make informed recommendations.

### 7.4.3. **RESPONSIBILITIES OF EVALUATORS**

7.4.3.1. School tenure committee (comprising all tenured members of school faculty) reviews the candidate's file. If the school does not have three tenured faculty members, the faculty of that school shall by election complete the recommending

committee from among the senior non-tenured faculty members (the applicant will be excluded from the recommending committee). The vote of the committee shall be included in the school recommendation to the Faculty Status Committee, and shall be concluded no later than the end of autumn quarter.

7.4.3.2. Other procedures and responsibilities are identical to those followed for promotion applications, Section 6.4, except that the following substitutes for Section 6.4.2.7:

7.4.3.3. Non-recommendation of tenure. Except in the terminal year of an applicant's eligibility for tenure, if a school committee does not recommend an applicant for tenure, the school committee shall

- A. identify through the dean any area(s) needing improvement or change,
- B. suggest avenues for redemptive professional growth assistance,
- C. request the dean to prepare a written summary of committee findings and present that summary, with personal counsel, to the applicant.

If any evaluating person or body fails to support a recommendation for tenure from a school faculty, the candidate shall be notified in writing with reasons based on the criteria for tenure. The notification of non-support shall be given to the candidate at the level at which the decision is made, except that the President shall represent the Board of Trustees to the candidate if the decision not to support is made by the Trustees.