

## A Summary of Current Personnel Deadlines

PERSONNEL PROCESS	DEADLINE			
Annual Evaluation	February 1			
Contract Renewal for 1 <sup>st</sup> Year Tenure-Track Faculty	March 1			
Contract Renewal for 2 <sup>nd</sup> Year Tenure-Track Faculty	December 15			
Contract Renewal for 3 <sup>rd</sup> Year Tenure-Track Faculty	August 1			
Progress Toward Tenure	February 1*			
Tenure	October 1**			
Promotion	February 15***			
Post-Tenure Review	February 1****			

\*Same as annual evaluation because the annual evaluation form that many departments use requires Appendix P of the Salisbury University Faculty Handbook, “Justification Form for Tenured and Tenure-Track Faculty.”

\*\*Deadline for candidate to submit tenure file to departmental tenure committee.

\*\*\*Deadline for candidate to submit promotion file to departmental promotion committee

\*\*\*\*According to the *SU Faculty Handbook*, reviewers are also to report to the faculty member by “the same deadline as the annual review.” Elsewhere in *The Handbook* (41), the deadline for the annual review is listed as February 1.

Under the current proposal from the Faculty Welfare Committee, annual evaluations would be due on March 15. That change automatically triggers a change in progress toward tenure and post-tenure review, since those processes are associated with the annual review.

If no other changes are made, annual evaluations would be submitted after a potential contract non-renewal of 1<sup>st</sup> year tenure-track faculty. For potential non-renewal of second and third year tenure-track faculty, current year annual evaluations would not be submitted until after the non-renewal deadline.

### Potential Options:

1. Reject the proposal outright.
2. Accept the proposal as is, understanding that the processes of potential non-renewals and promotion applications will not be based on the most recent annual evaluation, unless those deadlines are also changed.
3. Accept the proposal but elaborate the current proposal on contract renewal of tenure-track faculty such that a written record of performance problems is presented to the faculty member 30 days in advance of the non-renewal deadline.
4. Qualify/Modify the proposal to include different deadlines for first, second and third-year tenure-track faculty.

## **Provisions Related to Appointment, Promotion, Tenure and Permanent Status**

### **B. Offers of Appointment**

1. Prior to an offer agreement being sent to a foreign national, the agreement should contain language that appears in **Appendix A-10**.
2. A final offer of appointment can be made only with the approval of Salisbury University's president or provost.
3. The official form for letters of appointment to the faculty at Salisbury University appears in **Appendix B** and provides for both the general terms of employment at the university and any specific terms of employment, which may be negotiated by the university and the new faculty member at or prior to appointment and as a part of employment. The contract or letter of appointment shall constitute a contractually binding agreement between the institution and the appointee.
4. In negotiation with the successful candidate who is coming in without tenure/permanent status, the president (or his or her designee) may grant up to a maximum of three years prior service credit to count towards tenure/permanent status.
5. In addition to the official letter of appointment, each new faculty member will receive a copy of the Salisbury University's Faculty Handbook, which includes most University System of Maryland-wide policies and procedures relating to the appointment, rank, and tenure/permanent status of faculty as approved by the Board of Regents, and all then-current Salisbury University policies and procedures relating to the appointment, rank, and tenure/permanent status of faculty as approved by the president of Salisbury University and the chancellor of the University System of Maryland.
6. All faculty appointments shall be made to a designated rank and shall be effective on a specific date.

***Appendix B: Sample Letters of Appointment for New Faculty***

**(FORM USED TO DEVELOP LETTERS OF APPOINTMENT FOR TENURE-TRACK FACULTY AT THE RANK OF INSTRUCTOR, ASSISTANT, ASSOCIATE AND FULL PROFESSOR)**

**USM Agreement for Appointment to Tenured/Tenure-Track Faculty Position**

BY THIS AGREEMENT, Salisbury University, an institution of the University System of Maryland, which is an agency of the State of Maryland (“the University”), and [FACULTY MEMBER’S NAME](“the Appointee”) agree as follows:

1. The Appointee is appointed as \_\_\_\_\_ [GIVE RANK] on a 100% basis, within the Department of [NAME OF DEPARTMENT] in the [NAME OF SCHOOL] of Salisbury University, subject to the provisions herein. This is a tenure-track position.
2. The beginning salary shall be at the rate of [SALARY] effective for \_\_\_ months of service, beginning August 15, \_\_\_\_\_ [GIVE DATE].
3. This appointment is effective \_\_\_\_ [DATE] for an initial term of \_\_\_\_\_ years to start August 15, \_\_\_\_\_ and end June 15, \_\_\_\_\_. ***The first year is a probationary year, and this appointment may be terminated at the end of that fiscal year if Appointee is notified by March 1. If this is a full-time appointment, this appointment will be automatically renewed for one additional year unless the Appointee is notified in writing to the contrary by March 1 [GIVE DATE]. [NOTE: DATES MAY HAVE TO BE ADJUSTED FOR TWO YEAR VERSUS THREE YEAR AND MID-YEAR APPOINTMENTS.]***
4. This appointment is governed by the applicable provisions in paragraphs I.C.1 through I.C.15 of the University System of Maryland Board of Regents Policy on Appointment, Rank, and Tenure of Faculty and the Salisbury University Policy on Appointment, Rank and Tenure of Faculty. Those paragraphs are hereby incorporated by reference into this Agreement. The Appointee acknowledges he/she has had an opportunity to review these policies, which are located at [www.usmd.edu/Leadership/BoardOfRegents/Bylaws](http://www.usmd.edu/Leadership/BoardOfRegents/Bylaws) on the University System of Maryland website and at <http://www.salisbury.edu/academic/provost/handbook/>. Hard copies are available to the Appointee upon request.  
Tenure review will occur in Academic Year [YEAR]. [NOTE: THIS DATE SHOULD BE THE MAXIMUM ALLOWED. IF CANDIDATE NEGOTIATES FOR LESS AND PLACES THE DATE HERE, IT IS AT HIS/HER OWN RISK, UNLESS THE DATE IS CHANGED BY MUTUAL AGREEMENT OR PURSUANT TO INSTITUTIONAL POLICY.]
5. The Appointee shall be subject to all applicable policies and procedures duly adopted or amended from time to time by the University or the University System of Maryland. Except as provided in paragraph 4 above, such policies and procedures are not incorporated into this Agreement and are subject to change.  
The University agrees that if it changes a policy or procedure, it will not deprive the Appointee of any monetary payment the right to which has accrued under the previous policy or procedure. Such changes will be made in accordance with all applicable established procedures of the University System of Maryland and the University.
6. Appointee agrees to have sent to the University, upon its request, certified copies of any transcript(s) reflecting the award of degree(s) listed as received on the Appointee’s curriculum vitae. Appointee further agrees to provide to the University, upon its request, evidence of employability as required by United States Immigration Laws. Appointee agrees that the employment of Appointee is terminable by the University if at any time Appointee fails to provide such evidence.  
By Appointee’s signature below, Appointee consents under the federal Family Educational Rights and Privacy Act (“FERPA”) to the release of his/her educational records to the University.  
Appointee agrees that the employment of Appointee is immediately terminable by the University if at any time Appointee fails to provide such evidence or if Appointee ceases to be employable under United States Immigration laws.
7. The terms and conditions stated above constitute the entire Agreement between the parties. This Agreement may not be modified except by means of a written amendment to this Agreement signed by the University and the Appointee.
8. This Agreement is made in the State of Maryland and shall be construed according to the

laws of the State of Maryland, without regard to its choice of law provisions.

9. This offer of appointment expires if a signed original is not returned to the University by \_\_\_\_\_ [GIVE MONTH, DAY, AND YEAR].

\_\_\_\_\_  
[Name of Faculty Member] Date

**SALISBURY UNIVERSITY**

By \_\_\_\_\_

Dr. Thomas Jones Date

Interim Provost

### C. Provisions Related to Appointment, Promotion, Tenure and Permanent Status

The following provisions are furnished to all new faculty at time of initial appointment.

2. Appointments and reappointments to the rank of full-time instructor without tenure may be for one to three years, provided no appointment without tenure may extend beyond the end of the mandatory tenure-review year. *An appointment to the rank of full-time instructor will be renewed automatically for one additional year unless the appointee is notified in writing to the contrary in accordance with the following deadlines: not later than March 1 of the first academic year of service if the current appointment expires at the end of that year, not later than December 15 of the second academic year of service if the current appointment expires at the end of that year, and not later than August 1 prior to the third or any subsequent academic year of service if the current appointment expires at the end of that year.* For appointments beginning at times other than the start of an academic year, the institution may adjust the notice of non-renewal dates accordingly by specifying such adjustments in the initial contract or letter of appointment. Appointments to the rank of instructor may be terminated at any time in accordance with paragraphs C.6 through C.11.
3. Subject to any special conditions specified in the letter of appointment, full-time appointments and reappointments without tenure may be for one to three years, provided no appointment without tenure may extend beyond the end of the mandatory tenure-review year. *An appointment to the rank of full-time assistant professor will be renewed automatically for one additional year unless the appointee is notified in writing to the contrary in accordance with the following deadlines: not later than March 1 of the first academic year of service if the current appointment expires at the end of that year, not later than December 15 of the second academic year of service if the current appointment expires at the end of that year, and not later than August 1 prior to the third or any subsequent academic year of service if the current appointment expires at the end of that year.* For appointments beginning at times other than the start of an academic year, the institution may adjust the notice of non-renewal dates accordingly by specifying such adjustments in the initial contract or letter of appointment. Appointments to the rank of assistant professor may be terminated at any time in accordance with paragraphs C.6 through C.11.
4. Appointments or promotions to the rank of full-time associate professor require the written approval of the president of the institution. New full-time appointments to the rank of associate professor may carry immediate tenure provided that each such appointee has been formally reviewed for tenure. Otherwise, such appointments will be for an initial period of one to four years, except that initial appointments for individuals with no prior teaching experience may be for a maximum of six years, and will terminate at the end of that period unless the appointee is notified in writing that he or she has been granted tenure. Promotions to the rank of associate professor carry immediate tenure. Consequently such promotions may only be awarded subsequent to a formal tenure review and an award of tenure.

*An associate professor who is appointed without tenure will receive a formal review for tenure during the period of appointment in accordance with the following deadlines: If the appointment is for an initial period of one year, then the formal review must be completed, and written notice must be given that tenure has been granted or denied, by March 1 of that year. If the appointment is for two years, then the formal review must be completed, and written notice must be given that tenure has been granted or denied, by no later than December 15 of the second year. If the appointment is for more than two years, then the formal review must be completed, and written notice must be given that tenure has been granted or denied, by no later than August 1 prior to the beginning of the final year of the appointment.* For appointments beginning at times other than the start of an academic year, the institution may adjust the notice of non-renewal dates accordingly by specifying such adjustments in the initial contract or letter of appointment. Appointments to the rank of associate professor may be terminated at any time in accordance with paragraphs C.6 through C.11.

If the institution fails to conduct a tenure review in accordance with the schedule provided in this policy, the appointment shall be extended for an additional year, so that the notice required by this section may be provided in full. An associate professor who has been notified in writing that tenure has been denied, barring exceptional circumstances, will receive no further consideration for tenure.

5. Full-time appointments or promotions to the rank of full-time professor require the written approval of the president of the institution. New full-time appointments to the rank of professor may carry immediate tenure provided that each such appointee has been formally reviewed for tenure. Otherwise, such appointments will be for an initial period of one to four years, except that initial appointments for individuals with no prior teaching experience may be for a maximum of six years, and will terminate at the end of that period unless the appointee is notified in writing that he or she has been granted tenure. Promotions to the rank of professor carry immediate tenure. Consequently such promotions may only be awarded subsequent to a formal tenure review and an award of tenure. *A professor who is appointed without tenure will receive a formal review for tenure during the period of appointment in accordance with the following deadlines: If the appointment is for an initial period of one year, then the formal review must be completed, and written notice must be given that tenure has been granted or denied, by March 1 of that year. If the appointment is for two years, then the formal review must be completed, and written notice must be given that tenure has been granted or denied, by no later than December 15 of the second year. If the appointment is for more than two years, then the formal review must be completed, and written notice must be given that tenure has been granted or denied, by no later than August 1 prior to the beginning of the final year of the appointment.* For appointments beginning at times other than the start of an academic year, the institution may adjust the notice of tenure review dates accordingly by specifying the adjustments in the initial contract or letter of appointment. Appointments to the rank of professor may be terminated at any time in accordance with paragraphs C.6 through C.11.

If the institution fails to conduct a tenure review in accordance with the schedule provided in this policy, the appointment shall be extended for an additional year, so that the notice required by this section may be provided in full. A professor who has been notified in writing that tenure has been denied, barring exceptional circumstances, will receive no further consideration for tenure.

## **Faculty Ranks, Promotion, Tenure and Permanent Status (this portion of the ART document to be approved by Faculty Senate, Spring, 2006)**

### **D. Procedures for Promotion of Faculty**

#### **2. Deadlines for Faculty Promotion**

- a. *Establishment of promotion eligibility list by Office of Academic Affairs – September 15.*
- b. *Submission of promotion file by faculty to department promotions committees –February 15.*
- c. *Report of promotions recommendations to department chair by departmental promotions committees – March 1.*
- d. *Report of promotions recommendations to school deans by department chairs –March 15.*

- e. Report of promotions recommendations to Committee on Promotions by school deans or submission by unendorsed applicant faculty – March 30.*
- f. Recommendations for promotions to provost by Committee on Promotions and notification in writing to applicant faculty – April 22.*
- g. Recommendations for promotion to president by provost – May 1.*
- h. Notification of promotion to faculty in writing by president – May 15.*

**E. Procedures and Policies for Granting of Tenure to Faculty (For school deans, see policy on tenure of school deans.)**

**1. Definition of tenure**

To ensure the integrity of the university’s tenure process, it is essential that:

*all information regarding the candidate’s success in meeting those criteria be considered by those involved in making tenure recommendations and all information considered be disclosed to the candidate in a timely manner.*

**4. Annual Review Procedures.**

- b. The annual review process begins with submission by tenure-track faculty to the Departmental Tenure Review Committee of information regarding his or her performance during the previous two semesters with respect to the tenure criteria.*

**5. General policies and procedures for the final tenure review.**

- d. The applicant is responsible for assembling the tenure application file and forwarding it to the chairperson of the Departmental Tenure Review Committee. At a minimum, the candidate's tenure review file should include the following:*

- 5) Evaluations made by the Departmental Tenure Review Committee, the chairperson, and the dean for all previous years.*

6. Deadlines for completing each step in the procedures for granting of tenure to faculty are presented in **Figure 1**. This timeline is carried out in the fall semester of each academic year so that faculty seeking promotion in the spring of the academic year will have been reviewed for tenure when they seek promotion. Deviations from the schedule that do not prejudice the parties will not be grounds for appeal.

**Figure 1. Timeline for Faculty Tenure**

<b>STEP</b>	<b>DEADLINE</b>
a. Notification by Academic Affairs Office to deans of tenure-track faculty eligible for review.	September 1
b. Eligible faculty notified by dean.	September 5
c. Applicant notifies department chair, in writing, of intent to apply for tenure. Department chair notifies chairperson of Departmental Tenure Review Committee of intentions of candidates.	September 15
d. Candidate’s application file for tenure to the chairperson of the Departmental Tenure Review Committee.	October 1
e. Recommendations by Departmental Tenure Review Committees along with application file forwarded to department chair.	November 1
f. Recommendations by department chair along with application file forwarded to school dean.	November 15
g. Recommendations by school dean along with application file forwarded to the provost.	December 1
h. Recommendations by provost to president.	December 15

i. Written notification of tenure decision by the president to the candidate.	January 15

**Figure 3. Procedures for Reviewing Full-time Non-tenure Track Faculty**

	<b>DEADLINE</b>
a) Department chairs evaluate faculty member yearly.	March 15
b) Department chairs recommend to deans as follows: (1) <b>Termination</b> (faculty not needed or unsatisfactory) (2) <b>One-year Reappointment</b> (faculty needed and satisfactory)	March 30
c) Deans recommend to the provost as follows: (1) <b>Termination</b> (faculty not needed or unsatisfactory) (2) <b>One-year Reappointment</b> (faculty needed and satisfactory)	April 15
d) Provost approves terminations, one-year reappointments and continuing university appointments in consultation with the president.	May 1
e) Provost notifies faculty in writing of termination, one-year reappointment or continuing university appointment.	May 15